

Cambridge Police Department Crossing Guards Roster Sept 2007

Count	SCHOOL	LOCATION	A.M. HOURS	P.M. HOURS	ASSIGNED TO:	HOURS
1	BALDWIN	Oxford and Sacramento	8:15 - 9:15	2:25 - 3:25	Antione	2.00
2	BB and N	Brattle and Sparks	7:40 - 8:40	3:00 - 4:00	Trainor	2.00
3	CAMBRIDGEPORT	Elm and Broadway	7:30 - 8:45	2:00 - 3:00	O'Bannon	2.25
4	8:25 to 2:25	Elm and Hampshire	7:35 - 8:35	2:00 - 3:00	Cerqueira	2.00
5		Front of School	7:35 - 8:35	2:00 - 3:00	Small	2.00
6		Hampshire and Columbia	7:35 - 8:35	2:00 - 3:00	Corbin	2.00
7		Broadway and Prospect	7:30 - 8:45	2:00 - 3:00	Auborg, J.	2.25
8		Market and Columbia	7:35 - 8:35	2:00 - 3:00	POLICE	2.00
9	GRAHAM AND PARKS	Front of School	7:45 - 8:45	2:15 - 3:15	Adkins	2.00
10	Hours 8:25 to 2:25	Garden and Linnaean	7:45 - 8:45	2:15 - 3:15	POLICE	2.00
11		Walden and Raymond	7:30 - 8:30	2:15 - 3:15	Gentile	2.00
12	HAGGARTY	Front of School	7:00 - 8:30	1:45 - 2:45	Williams	2.50
13	Hours 7:55 to 1:55	Locust and Holworthy	7:30 - 8:30	1:45 - 2:45	Riley	2.00
14	KENNEDY	Fifth and Spring	7:10 - 8:10	1:50 - 3:05	McKim	2.25
15	7:55 to 1:55	Spring and Eighth	7:10 - 8:10	1:50 - 3:05	Higgins	2.25
16		Spring and Sixth	7:10 - 8:25	1:50 - 3:05	McCormick	2.50
17	KING	Front of School	7:30 - 9:00	2:25 - 4:25	Dupont	3.50
18	7:55 to 3:55	Putnam and Western	7:30 - 9:00	2:25 - 4:25	Ruiz	3.50
19	KING OPEN	Cambridge and Berkshire	7:00 - 9:00	2:00 - 3:30	McLaren	3.50
20	8:55 to 2:55	Cambridge and Card. Med.	7:00 - 9:00	2:00 - 3:30	Robertson	3.50
21		Cambridge and Columbia	7:45 - 9:00	2:30 - 3:30	POLICE	2.25
22		Cambridge and Willow	7:00 - 9:00	2:00 - 3:30	Cicariello	3.50
23		Front of School	7:10 - 9:10	2:00 - 3:30	Yunker	3.50
24	MAYNARD	Windsor and Broadway	7:10 - 8:30	1:45 - 4:15	Auborg, W.	3.75
25	7:55 to 3:55	Windsor and Harvard	7:10 - 8:30	2:50 - 4:05	Leiti	3.50

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26	MORSE	Magazine and Granite	7:45 - 8:45	1:45 - 2:45	Alleyne. W.	2.00
27	Hours 8:25 to 2:25	Pearl and Granite	7:45 - 8:45	2:00 - 3:00	Medeiros	2.00
28		Pearl and Putnam	7:30 - 8:30	2:00 - 3:00	Rogers	2.00
29		Putnam and Brookline	7:45 - 8:45	2:15 - 3:15	Young	2.00
30		Putnam and Pleasant	7:30 - 8:30	2:25 - 3:25	Hawkins (RESERVE)	2.00
31	PEABODY SCHOOL	Cedar and Rindge	8:00 - 9:00	2:30 - 3:30	Hunter	2.00
32	8:55 to 2:55	Rindge and Middlesex	8:00 - 9:00	2:30 - 3:30	Guy-Pina	2.00
33		Rindge and Sherman	8:00 - 9:00	2:30 - 3:30	POLICE	2.00
34		Rindge and Yerxa	8:05 - 9:05	2:30 - 3:30	Alicandro	2.00
35	ST. PETERS	Concord and Huron	7:15 - 8:15	2:00 - 3:00	POLICE	2.00
36		Concord and Madison	7:30 - 8:30	2:30 - 3:30	POLICE	2.00
37	TOBIN	Alpine and Concord	7:15 - 8:15	1:45 - 2:45	Johnson	2.00
38	7:55 to 1:55	Alpine and Garden	7:15 - 8:15	1:45 - 2:45	Silva	2.00
39		Front of School	7:15 - 8:15	1:30 - 2:30	Ryan	2.00
40	BUS STOPS	Bishop Allen and Columbia	7:15 - 8:30	2:00 - 4:15	Alleyne V.	4.00
41		Broadway and Antrim	7:00 - 8:30	2:00 - 4:30	Alleyne A.	4.00
42		Cambridge and Prospect	7:00 - 8:30	2:00 - 4:30	Yeager	4.00
43		Huron and Lakeview	7:00 - 8:30	2:00 - 4:30	Pinciario	4.00
44		Magazine and Crpl. McTernan	7:30 - 8:30	2:00 - 4:00	McInerney	4.00
45		Mass and Beech	7:00 - 8:30	2:00 - 3:30	Yusketis	4.00
46		Putnam and River	7:00 - 9:00	2:00 - 4:30	King	4.50
47		River and Howard	7:55 - 8:55	2:25 - 3:25	Pearson	2.00
48		Sixth and Cambridge	7:00 - 8:30	2:00 - 4:30	Jarvis	4.00
49		Western and Kinnaid	7:00 - 8:30	2:00 - 4:30	Estrada(RESERVE)	4.00
50	COMMUNITY CHARTER	Binney @ Sixth	7:30 - 8:45	3:15 - 4:00	Bokuniewicz	2.00
51	SCHOOL of CAMB.		7:30 - 8:45	12:45 - 1:45	Wed.	



Robert C. Haas
Police Commissioner

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J. Michael Walsh
Deputy Superintendent

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Christina Giacobbe
Director of Planning,
Budget & Personnel

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Aide to the Commissioner

CAMBRIDGE POLICE DEPARTMENT SCHOOL TRAFFIC SUPERVISOR RULES AND REGULATIONS

A. The Commissioner/Chief of Police shall promulgate such rule as are necessary to ensure the continuing operation of the Traffic Supervisor Program.

B. All School Traffic Supervisors are under the command of the Commanding Officer of the Selective Enforcement Unit.

C. RULES AND REGULATIONS:

- School Traffic Supervisors are subject to all rules and regulations of the Cambridge Police Department.
- Supervisors shall report directly to their assigned school crossing, at the time prescribed and remain there until their assignment is completed. Traffic Supervisors may not change their assigned time without the approval of the Commanding Officer.
- Punctuality and reliability are important factors for this job.
- In case of illness, injury or a death in the family, the affected Traffic Supervisor shall notify the Front Desk, 617-349-3301/3302/3303, that they are unable to report for duty and the reason why, no later than 6:00 am.
- Traffic Supervisors are to give their complete attention to their Traffic Post. Their primary responsibility is the protection of the children going to and from school, ensuring they arrive safely. Traffic Supervisors are not authorized to transport students to and from school in their private motor vehicle.

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- A Traffic Supervisor shall never place a hand on or discipline a student. If a Traffic Supervisor has a problem with a student under their care, the Traffic Supervisor is to report the problem to the Headmaster/Principal of the student's school.
- Smoking is prohibited while on duty or in uniform.
- There will be no shopping while on duty or in uniform.
- Traffic Supervisors shall wear the prescribed uniform while on duty and display issued badge. No other adornment may be affixed to the uniform.
- Traffic Supervisors may control motor vehicle traffic only as it pertains to the safety of children crossing the street. For those Traffic Supervisors with traffic lights, they must work with the traffic controls not against them. Traffic Supervisors are not allowed or trained to direct motor vehicle traffic to avoid congestion.

D. UNIFORMS:

- Monetary installments shall be provided to each Traffic Supervisor for the purchase of or replacement of a complete uniform. For new employees, each installment must be used to purchase as much of the uniform pieces as possible. Additional uniform allowances must be used to purchase the remaining pieces or replacements. Uniforms must be cleaned and pressed, worn out uniforms or missing buttons will not be tolerated.
- Police patches and Traffic Supervisor rockers, supplied by the Police Department, must be affixed to both the left and right sleeves of the uniform shirt and jackets.
- White gloves or mittens must be worn by all Traffic Supervisors at all times while on duty.
- Black or navy blue shoes or boots must be worn by all Traffic Supervisors at all times while on duty.
- Hats, approved by the Commanding Officer, must be worn by all Traffic Supervisors at all times while on duty.
- Reflective vests, issued by the Police Department every three years, must be worn by all Traffic Supervisors at all times while on duty.

E. MISCELLANEOUS:

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- Any questions or complaints originating from School Authorities shall be referred to the Commanding Officer.
- In case of accidents or other emergencies occurring on or near your post, Police Headquarters should be contacted immediately for assistance and proper action.
- For motor vehicle violations committed in a Traffic Supervisor's presence, the registration number(s) of the vehicles shall be taken and turned into the Commanding Officer with an explanation of the offense, on a departmental P-650 form.
- Any School Traffic Supervisor who wishes to file a grievance must notify the Union President and obtain the necessary forms.

F. INFRACTIONS:

- Failure on the part of any School Traffic Supervisor to comply with Section C. Rules and Regulations, referring to being on time and reliable, will result in the loss of pay for the day on which the violation occurs.
- Any violations of Section C, Paragraph 1-9 will result in:
 - i. A verbal warning for the first infraction.
 - ii. A written warning for the second and third violation of the same rule:
 - iii. A review by the Commanding Officer of the Traffic Department for any continuous infractions. Based on this review, the Commanding Officer will make a recommendation to the Chief of Police/Commissioner for the appropriate action to take.
- Any violation of Section D, Paragraph 1-6, shall result in dismissal from your post for the time period and loss of pay for that period. Continued disregard for this rule could result in termination of your employment.



Employment Opportunities in Cambridge

NOTICE OF POSTING

POSTING DATE: March 1, 2007
Open Until Filled

Recruitment of internal applicants is underway concurrent with this posting.
Cambridge residents are especially encouraged to apply.

Department: Police Department
Job Title: Intermittent Traffic Supervisors/School Crossing Guards
Job Code: #X468
Civil Service Position: Non Civil Service position
Union Affiliation: None
Hours Per Week: 10 hrs/wk

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform assigned school crossings throughout the City of Cambridge during the school year (September thru June).
- Duties include stopping traffic for the purposes of crossing children safely across the street, to and from school.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM REQUIREMENTS:

Ability to communicate effectively with command staff members, City Officials, employees, and residents. Ability to work a minimum of 10 hours a week. One(1) hour in the morning and one (1) hour in the afternoon.

RATE: \$ 12.98/hr

APPLICATION PROCEDURE: Internal applicants, submit job bidding form and 2 copies of both your resume and letter of interest; external applicants, submit 2 copies of both your resume and letter of interest to: Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139. Fax: (617) 349-4312. Email: employment @ cambridgema.gov.

THE CITY OF CAMBRIDGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. WOMEN, MINORITIES, VETERANS, AND PEOPLE WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY.

CITY OF CAMBRIDGE RESIDENTS ESPECIALLY ARE ENCOURAGED TO APPLY.